



ALCOHOL AND DRUG ABUSE COMPANY POLICY

Alcohol or drug mis-use by a member of our workforce, whether management, staff or manual employee, can adversely affect the health, safety and welfare of themselves and their colleagues. This policy is designed to help protect all workers from the dangers of alcohol and drug abuse and to encourage those with a dependency problem to seek help.

It is the policy of this company that any person reporting for work who is known to be, or strongly suspected of being, under the influence of alcohol or drugs must be referred immediately to the appropriate Supervisor/Manager. They will make arrangements for them to be removed from the workplace and, if necessary, tested.

It is noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be caused by other conditions, e.g. heat exhaustion, hypothermia, diabetes, prescription drugs etc. These conditions, while still requiring the person to be removed for safety reasons, will obviously not result in disciplinary action. Therefore, if there is any doubt as to the cause of a person's condition, medical advice should be sought immediately.

COMPANY GUIDELINES

P T Contractors reserve the right to conduct random alcohol and drug testing on some or all employees at any time and reserve the right to test anyone involved in an incident on site (For Cause testing). Screening will be carried out either by an independent occupational healthcare professional or a trained member of staff.

Any employee showing either a positive drug reading or a blood alcohol concentration in excess of 50mg per 100ml will immediately be suspended pending possible disciplinary action. Any employee refusing, or found to be deliberately avoiding the test, will be suspended pending disciplinary action.

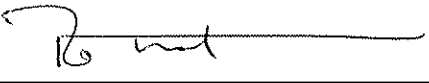
1. Do not come to work under the influence of alcohol or drugs (and remember this could be from the night before). You could be

charged under section 7 of the Health and Safety at Work Act.

2. Do not bring alcohol onto Company premises or sites.
3. Do not bring non-prescribed drugs onto Company premises under any circumstances. Employees found to be in possession of illegal substances could face summary dismissal.
4. If your Doctor has prescribed medication for you, find out what the usual side effects are and inform your immediate Supervisor if they are likely to be detrimental to your work performance. (E.g. drowsiness, blurred vision etc.)
5. Never attempt to drive or operate machinery of any description if you are under the influence of alcohol or drugs.
6. Encourage colleagues who you suspect of suffering from alcohol or drug dependency to seek help. Inform the Company of your suspicions — remember, they are putting your life at risk as well as their own.

We are all responsible for maintaining a risk-free workplace and it is every employee's responsibility to read and adhere to this policy.

The person who has overall and final responsibility for the implementation of this policy is Mr P N Trant, Managing Director.

Signed  Date 08/01/2018
P.N. TRANT
Managing Director

If you require guidance on sensible limits of alcohol, ask your Doctor or go to www.nhsdirect.nhs.uk
For free confidential drugs advice and information go to www.talktofrank.co.uk or call 0800 776600.

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